

Retention and Classification Report

Agency: Department of Natural Resources. Division of Wildlife Resources.
Native Wildlife Section (1775)
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Records Officer Robin Hutchins

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AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 23219 3

TITLE: Administrative office general correspondence

DATES: 1995-

ARRANGEMENT: chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are letters from the general public that either complain about or praise the Division's activities. When the Division receives these letters a response is composed and sent to the writer. The original letter and a copy of the the Division's response are then filed together. Addresses and phone numbers are often included on the letters.

RETENTION:

Retain 30 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 24 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the administrative and historical value of the letters.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 23219

TITLE: Administrative office general correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14655

3

TITLE: Bobcat, cougar, and bear harvest and mortality data

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These forms are filled out by hunters who were successful in drawing permits for bear, cougar, or bobcat. . and which allow the agency to keep track of collection of harvest and mortality data. They document the taking of bears, cougars, or bobcats by hunters and supply data to help the division monitor wildlife activity and status. Information includes area hunted, date of kill, location of kill, sex, method of take, guide's name, hunter's name, hunter's address, license number, permit number, plastic seal number, whom checked by, and date. Some summary data is contained in a yearly report produced by the division.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative Historical

This disposition is based on the records value in researching data on Utah's wildlife and statistical information on the hunting of cougar, bear, and bobcat.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14655

TITLE: Bobcat, cougar, and bear harvest and mortality data

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(25) (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14797

1

TITLE: Cougar/Bear incident files

DATES: 1991-

ARRANGEMENT:

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Cougar/Bear Incident Forms. Information includes type of incident, date, number of cougar or bear involved, who reported the incident, number of individuals present, location, surrounding land use, surrounding cover, action taken, who completed the report, and a detailed narrative of the incident. These records are created by the division to identify potential cougar/bear interactions with humans in order to ensure public safety by reporting wilderness incidents as well as appearances of predatory wildlife in urban areas. These are records of predatory wildlife incidents with people which include sightings, encounters, and attacks.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the use of the records for statistical studies about human/wildlife encounters and studies of trends and animal behavior.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14797

TITLE: Cougar/Bear incident files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(d) (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 23240 3

TITLE: Division of wildlife criminal cases

DATES: 1990-

ARRANGEMENT: chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are criminal cases brought against the Division of Wildlife and/or other parties. They date back to 1990.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical Legal

This retention is based on the legal and historical needs of the Division of Wildlife Resources. These cases document the interaction of the Division of Wildlife Resources with the public and illustrate the development of certain "best practices."

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 23240

TITLE: Division of wildlife criminal cases

(continued)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14452

3

TITLE: Falconry files

DATES: 1975-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

These files may include Falconry License Application/Renewal/Annual Report; transfer, escape, and death of birds; birds hunted; where hunted; change of address; Falconry Facilities Housing Facilities Inspection; U.S. Government Wildlife form (Migratory Bird Acquisition and Disposition Report); Raptor Capture Permit; Nonresident Raptor Capture Permit Application; species of bird(s) held; and permit holder's personal data. These records are used to manage the licensing and activities of falconers as authorized under UCA 23-17-7 (1994) and explained under UAC R657-20 (1994).

RETENTION:

Retain 40 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14452

TITLE: Falconry files

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs of the agency and also has legal value for proving the licensing of falconers authorized under UCA 23-17-7 (1994) and explained under UAC R657-20 (1994).

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (2008) Falconry test questions.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14793 3

TITLE: Federal aid files

DATES: 1975-

ARRANGEMENT: By subject

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Copies of budget estimates and justification prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 7.

AUTHORIZED: 04/06/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14793

TITLE: Federal aid files

(continued)

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14776 3

TITLE: General native species records

DATES: 1975-

ARRANGEMENT: Taxonomically by class, thereunder from primitive to most advanced species.

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These records contain data pertaining to species and other taxa which are native to the state of Utah. State and federal wildlife and land management agencies, universities, and contractors collect information which is used to determine species status and management needs. Information includes distribution locations, maps, radio telemetry information, productivity information, monitoring guidelines, management plans, biological survey information, life history information, and habitat requirements.

RETENTION:

Retain 40 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14776

TITLE: General native species records

(continued)

APPRAISAL:

Administrative Historical Legal

This disposition is based on the historical value of the records for study and research regarding general native species and the activities of the agencies involved in preserving these species. These records also have administrative and legal value. UCA 23 (1999) is the state statute and 50 CFR (1999) is the federal law governing the Division of Wildlife Resources.

PRIMARY CLASSIFICATION:

Public 63G-2-301 (2008). Information not deemed to threaten species if released.

SECONDARY CLASSIFICATION(S):

Protected. 63G-2-305(26) (2008) Special studies and time-bound projects, Radio telemetry frequencies, specific locations of nests, dens, or individuals within an area smaller than 247 acres (100 ha).

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14743

3

TITLE: Hunting or pursuit questionnaires

DATES: 1975-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files consist of questionnaires mailed out to hunters and returned to the Division of Wildlife Resources and may include Fall Bear Questionnaire, Utah Cougar Questionnaire, Cougar-Bear Pursuit Questionnaire, and cover letters. Information may include resident status, bear or cougar unit, pursuit information, days hunted, bears/cougars treed/cornered/observed, bears/cougars killed, hunting method, years hunted, opinions, hound hunter information, archery-bait hunter information, comments, statistics, chart, and map. These records are used to obtain harvest data for Utah's cougar and bear population.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the historical value of the records in documenting bear and cougar pursuit and hunting in Utah.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14743

TITLE: Hunting or pursuit questionnaires

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14794

1

TITLE: Livestock damage files

DATES: 1990-

ARRANGEMENT: Chronological by fiscal year

ANNUAL ACCUMULATION:

DESCRIPTION:

Compensation for Cougar and Bear Damage Information Sheet and Livestock Damage - Proof of Loss Form. Information includes livestock owner's personal data; investigation date; land ownership data; type of depredating animal; livestock damaged; property location; damage action; signatures of livestock owner, investigating officer, and Utah Department of Agriculture representative; recommended payment, and approval signature. These files are created by the division to determine compensation authorized under UCA 23-24-1 (1994) for damage done to livestock defined as "calves, sheep, or lambs" by "bear or mountain lion". The agency sends the record copy to the State Division of Finance.

These records document the implementation of UCA 23-24-1 (1994) as described in UAC R657-24 (1994).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 8 years and then delete.

APPRAISAL:

Administrative

This disposition is based on the needs of the agency to retain the records for audit and litigation purposes.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14794

TITLE: Livestock damage files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14705 3

TITLE: Sensitive species records

DATES: 1975-

ARRANGEMENT: Taxonomically by class, thereunder from primitive to most advanced species.

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

This record series contains data pertaining to species listed in the Utah Sensitive Species List. State and federal wildlife and land management agencies, universities, and contractors collect the information which is used to determine species status and management needs. Information includes distribution locations, maps, radio telemetry information, productivity information, monitoring guidelines, management plans, biological survey information, life history information and habitat requirements.

RETENTION:

Retain 40 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14705

TITLE: Sensitive species records

(continued)

APPRAISAL:

Administrative Historical Legal

This disposition is based on the historical value of the records for study and research regarding sensitive species and the activities of the agencies involved in preserving these species. These records also have administrative and legal value. UCA 23 (1999) is the state statute and 50 CFR (1999) is the federal law governing the Division of Wildlife Resources.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(2008) Information not deemed to threaten species if released.

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(26) (2008) Special studies and time-bound projects, radio telemetry frequencies, specific locations of nests, dens or individuals with an area smaller than 640 acres (259 ha).

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14704

3

TITLE: Threatened, endangered, and candidate species records

DATES: 1975-

ARRANGEMENT: Taxonomically by class, thereunder from primitive to most advanced species.

ANNUAL ACCUMULATION: 1.80 cubic feet.

DESCRIPTION:

This record series contains data pertaining to species that are federally listed or proposed as threatened, endangered, or candidate species. State and federal wildlife and land management agencies, universities, and contractors collect information which is used to determine species status and management needs. Information includes distribution locations, maps, radio telemetry information, productivity information, monitoring guidelines, management plans, biological survey information, life history information and habitat requirements.

RETENTION:

Retain 40 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14704

TITLE: Threatened, endangered, and candidate species records

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the historical value of the records for studies and research regarding threatened and endangered species and the activities of the agencies involved in preserving them.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(2008) Information not deemed to threaten species if released.

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(26) (2008). Special studies, time-bound projects, radio telemetry frequencies, nests, dens, or individual wildlife locations within an area smaller than 640 acres (259 ha).